Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120031-0

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE | MFB No. 9 STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

25X1 [ ] Receiving Section Monthly Report

2. TYPE OF REPORT: [X] STATISTICAL [ ] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN, GENERAL [X] LOGISTICS [ ] SECURITY [ ] OTHER (specify) [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): One

7. FORMAT (memorandum, form computer print-out, etc): Form

8. ADP PROCESSING: [ ] YES [ ] NO IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Chief, [ ] STAT

10. PREPARING COMPONENT (include lowest level contributing information to report): Receiving Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-6	3.74		1/12 hr.		.312		12		37.44

B. COSTS OF COMPUTER PRODUCED REPORTS

					37.44

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an aid in determining space requirements in the section and is of significant benefit in the assignment of personnel to handle the anticipated workloads.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[X] RETAIN AS IS [ ] CHANGE [ ] DISCONTINUE [ ] OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS: N/A; DOLLARS: N/A STAT

16. DATE OF INVENTORY: 28 Sept 1970

17. NAME AND [illegible] INFORMATION: [ ], Chief, Receiving Section

18. EXTENSION: [ ]

STAT STAT

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FORM 210 [illegible] Classification